



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
2006 HAWKINS AVE
QUANTICO, VIRGINIA 22134

T1601
IN REPLY REFER TO:
1601
SB 07-1

JAN 19 2012

MEMORANDUM

From: Commanding Officer
To: Distribution List

Subj: HEADQUARTERS AND SERVICE BATTALION AREA OFFICER OF THE DAY
(AOD)/ASSISTANT AREA OFFICER OF THE DAY DUTY (AAOD) LOGON
PROCEDURES, ARRIVE ALIVE PROGRAM, RECALL ROSTER UPDATES, AND ACCESS
ROSTER UPDATES (DUTY MEMO #2)

1. The AOD/AAOD will log onto the duty computer using the assigned alternate token and previously assigned personal identification number (PIN) that is associated with the common access card (CAC)/alternate token. Only the alternate token and PIN will be used to access the computer.
2. If the duties have any questions or concerns during normal working hours they will need to contact the S-1 at (703) 784-2261/62. For issues occurring after hours or during weekend they will need to contact the battalion administrative chief, Master Sergeant Durham at (540) 498-5591 as the primary contact and the battalion adjutant, Captain Euring at (703) 785-1534 as the secondary contact.
3. The "Arrive Alive Program" is open to Marines and Sailors of all ranks who are members of this command. Upon assuming their post, the AOD/AAOD will account for the "Arrive Alive" funds in their initial logbook entry, noting the exact amount turned over to them. At any time a Marine or Sailor wishes to utilize the program, he/she will simply call a taxi service and give instructions to the taxi cab driver to drop him/her off at the Headquarters and Service Battalion AOD/AAOD in building 2006. The AOD/AAOD will reimburse the taxi cab driver for the cab fare. The AOD/AAOD will then make either sleeping or transportation arrangements for the member. An appropriate logbook entry will be made in the duty logbook by the AOD/AAOD containing the taxi company, taxi cab number, and amount of the fare. If available, the AOD/AAOD will need to get a receipt. Reimbursement for the taxi cab fare will be on the next scheduled workday. Payments will be made to the battalion adjutant or battalion administrative chief.
4. All sergeants and below will check-out/check-in with the AOD/AAOD for leave, permissive temporary additional duty (PTAD), special liberty, and post deployment mobilization respite absence (PDMRA). Upon checking out, Marines with meal cards will give it to the AOD/AAOD to store in the duty lockbox. The duty will then make an appropriate logbook entry with the Marines rank, name, and meal card number. Upon checking back in, Marines will report to the AOD/AAOD for retrieve their meal card

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from the duty lockbox. The duty will also make an appropriate entry with
Marines rank, name, meal card number.

5. Duty allocations will be divided among the companies based on
percentage of duty standers within the company with regard to the total
number of duty standers in the battalion in the same category. Each
company will receive a percentage of duty workdays, non-workdays, and
holidays equal to the percentage of duty standers in each category.

6. All companies and sections are required to update their recall
rosters monthly and the access rosters quarterly in the duty binder.
These rosters will be submitted to S-1 by the first workday of the
month/quarter.

7. The point of contact for this matter is the battalion administrative
chief, Master Sergeant Durham at (703) 784-2268.


R. D. DOZIER
By direction



UNITED STATES MARINE CORPS
WOUNDED WARRIOR BATTALION (WEST)
WOUNDED WARRIOR REGIMENT
BOX 555192
CAMP PENDLETON, CA 92055-5192

BnO 1050.1A

S-1

28 JAN 2013

BATTALION ORDER 1050.1A

From: Commanding Officer
To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

Ref: (a) MCO P1050.3J
(b) MCO P5211.2B
(c) MCO 3302.1D
(d) MarAdmin 316/10
(e) MarAdmin 492/04

Encl: (1) HARP Form
(2) APACS Information

1. Purpose. To promulgate leave and liberty regulations for this command in accordance with references (a) through (e) with the aid of enclosures (1) and (2).

2. Cancellation. BnO 1050.1.

3. Background. A Marine's leave balance is posted on the individual's Leave and Earnings Statement (LES) each month. Leave is earned at the rate of two and one half days per month. A Marine is allowed to accrue leave as outlined in the current MARADMIN and/or reference (a). The practice of accruing leave to be paid for the unused portion upon expiration of enlistment shall be discouraged. All personnel shall be afforded the opportunity to take liberty and annual leave; consistent with military requirements to maintain the degree of readiness required to accomplish the mission of the unit. It is the policy of this Battalion to encourage and assist all members to use, when possible, their entire 30 days of leave each year.

4. Policy. "Advance" or "Excess" leave, not to exceed 30 days, will be granted on the same basis as accrued leave. If an individual case warrants, an additional 15 days may be granted not to exceed a total of 45 days advance leave. In no case will any individual be allowed to go on excess leave by taking more than can be accrued under an enlistment contract. The Commanding Officer or an officer designated by him will grant annual leave. Section Heads will coordinate leave requests within their respective departments.

5. Leave

a. Annual Leave. Annual leave is an authorized absence, taken within the constraints of operational military/medical requirements. Leave is earned as a respite from the work environment.

(1) As a matter of routine, the Executive Officer will endorse and approve all officers' leave. Only the Commanding Officer can deny a request for leave.

(2) Staff Noncommissioned Officers will conduct a vehicle inspection on all Sergeants and below prior to departing on leave. Copies of the vehicle inspection checklist are available and maintained at the Detachment/Company Office.

(3) Personnel will ensure the date and time of departure are properly recorded on their leave papers or in MOL, as appropriate. They will be in the appropriate uniform for the season, or appropriate civilian attire.

(4) Individuals will carry their leave papers on their person at all times while on leave. Particular attention is directed to the lower portion of the leave papers: "Hospitalization Record While on Leave." In case of hospitalization, the attending physician will complete this section. Instructions on the back of the leave papers specify action required in specific instances.

(5) All leave periods will commence and terminate in the vicinity of the local area. Local area is defined as the place where the Marine resides and from which he/she commutes to the duty station (as established by the local commander). All leave that requires air travel, or leave taken within the local area, will commence at 1630 and terminate at 0730. If a Marine is driving outside the local area, the leave period will commence at 1201 and cease at 1200. These measures are in effect to ensure Marines are rested prior to executing leave.

(6) Staff Sergeants and above are authorized to check themselves in/out from leave via MOL. Sergeants and below will be checked in/out from leave by their respective officer in charge (OIC) or staff noncommissioned officer in charge (SNCOIC).

b. Emergency Leave

(1) Emergency leave is granted only in cases of a true emergency as defined in reference (a), Ch. 2, par. 12, and then only after the emergency has been verified by an authorized agency (i.e. Red Cross, Navy-Marine Corps Relief, etc.). Emergency leave requests may be submitted to the S-1 or the Staff Duty Officer (SDO).

(2) In the case of emergency leave, the S-1 or SDO will obtain all necessary information to include Red Cross verification and notify the appropriate Detachment (Det) OIC. In the event that the Commanding Officer, Executive Officer nor the Sergeant Major cannot be contacted, the SDO will contact the Det OIC of the individual concerned for authorization of emergency leave. In the event the Commanding Officer, Executive Officer, Sergeant Major or Det OIC cannot be contacted the SDO is authorized to grant emergency leave.

c. Convalescent Leave. Convalescent leave (Sick Leave) is not

chargeable as leave and may be granted to sick or wounded Marines who have been admitted to a hospital or are not yet fit for return to duty. The Commanding Officer, upon advice of the attending physician, may grant convalescent leave to active duty Marines when the Medical Officer considers the convalescent leave to be beneficial to the health of the Marine. Convalescent leave shall be limited to a period of not more than 30 days per period of hospitalization.

d. Leave Extensions

(1) Leave extensions may only be approved by the Det OIC, SDO, Adj, SgtMaj, XO and CO. An extension of leave may be requested by letter or telephone.

(2) If no reply is received, personnel will consider the request disapproved and return to the battalion by the original leave expiration date.

(3) The SDO, after consultation with the Commanding Officer, or in his absence the Executive Officer, will approve leave extensions. The Commanding Officer or Executive Officer, with the respective Det OIC notified, grants extensions on all officers. The Executive Officer or respective Det OIC will grant extensions on all enlisted Marines and Sailors.

(4) If unable to contact the Commanding Officer, Executive Officer, or Det OIC, the SDO may grant one-day extensions. The SDO will notify the Commanding Officer, Executive Officer, or Det OIC as soon as possible.

e. Permissive Temporary Additional Duty (PTAD). PTAD is at no cost to the government. PTAD will not be used in place of valid TAD requirements because TAD funds are not available. Additionally, Marines executing PTAD shall not be authorized to remain past their contract, extension, or mobilization in order to complete periods of PTAD being executed or to be taken later. In approving such requests, care must be taken to ensure that the planned absence clearly falls within the criteria provided in reference (a), chapter 5.

(1) Commanding Officers/Det OICs are the only authorized personnel to grant periods of PTAD not to exceed 30 days. Any PTAD requests in excess of 30 days will be submitted to CMC (MP) via the chain of command for approval.

(2) Leave may be granted in conjunction with PTAD.

(3) PTAD may be granted before or after funded TAD periods as separate correspondence.

(4) All PTAD requests will be submitted via MOL by the individual Marines or section heads.

f. Post Deployment/Mobilization Respite Absence (PDMRA). PDMRA is

authorized to Marines who are deployed/mobilized at less than deployment-dwell ratio, 1:2 for active component Marines and 1:5 for reserve component Marines. Reference (a) provides detailed instructions on PDMRA. It is highly encourage that Marines use their PDMRA prior to separating, transferring, demobilizing, or transitioning between components to avoid losing this entitlement. All PDMRA requests will be submitted via MOL by the individual Marines or section heads.

g. Special Leave Accrual (SLA). Guidance will be promulgated each year in October for restoration of lost leave.

(1) The Battalion CO has the authority to restore lost leave earned as a result of qualified deployed or combat time.

(2) The first General Officer in the chain of command with general court martial convening authority must approve restoral of all lost leave that was not earned as a result of qualified deployed or combat time.

6. Liberty. Liberty will normally be granted outside of normal working hours to Marines not required to be physically present for work assignments or for manning levels required for operational readiness. Special liberty during working hours may be granted for its defined purposes when considered appropriate.

a. Authority to Grant Liberty. Det OIC's are authorized to grant special liberty during normal working hours, not to exceed 24 hours. The Commanding/Executive Officer will approve all other special liberty requests for periods of more than 24 hours.

b. Overnight Liberty. Overnight liberty will commence at 1630 and terminate at 0730.

c. Forty-eight Hour/Weekend Liberty. A 48-hour liberty may be granted at any time, with travel limitations of 300 road miles from MCB Camp Pendleton.

d. Seventy-two Hour Liberty. A 72-hour special liberty period shall not be extended by combination with holidays or other off-duty periods where the regular liberty time, with no scheduled working hours included, it is then treated as regular liberty. Personnel granted 72-hour liberty may not travel more than 300 road miles from MCB Camp Pendleton. The Commanding Officer is the approving authority for 72-hour liberty.

e. Ninety-six Hour Liberty. A 96-hour liberty may be granted at any time, with travel limitations of 500 road miles from MCB Camp Pendleton. The Commanding Officer is the approving authority for 96-hour liberty.

(1) 96-hour liberty may be granted in accordance with reference (b).

(2) The Commanding Officer may grant 96-hour liberty for meritorious achievement or for special circumstances.

(3) No individual will be granted more than one 96-hour liberty per calendar month.

(4) The granting of 96-hour liberty will not result in the curtailment of normal operations, duties, or training.

(5) 96-hour liberty is a privilege, not a right, and may be revoked at any time by the Commanding Officer.

(6) 96-hour liberty is intended to afford the battalion the capability of granting Marines a sufficient number of days of liberty to enable them to proceed safely to a municipal area for liberty. It is further intended to reduce traffic accidents by eliminating, as much as possible, an extended period of night driving.

(7) Liberty will not be granted in conjunction with annual leave when the leave period is taken outside the local area. If leave is taken within the local area special liberty may be granted in conjunction with annual leave.

f. Air Travel Limitations. The limitations for 72/96-hour liberty are extended for air travel only to a metropolitan area within the Continental United States. This is contingent upon a round trip reservation being secured in advance, and upon such reservation being sighted before issuing the liberty pass.

g. Special Liberty

(1) Special liberty will be granted during working hours only with approval of the individual's Section Head and for periods not to exceed 24 hours.

(2) Special liberty will be granted only for a sufficient time to satisfy the need of the individual requesting liberty.

(3) The approval of the Commanding Officer is required to grant special liberty to personnel in a disciplinary status.

(4) The Commanding Officer will normally sound liberty call.

7. Conduct on Leave and Liberty. Military Police, Shore Patrols, Air Police, Petty Officers and Noncommissioned Officers (NCOs) of the Armed Forces are authorized to take preventative or corrective measures, including apprehension if necessary, in the case of any member of the Armed Forces who is guilty of committing a breach of peace, disorderly conduct, or any other offense which would discredit the military service. Personnel on leave or liberty are subject to this authority. Personnel on leave or liberty must understand this authority has its foundation in law. They are required to conduct themselves accordingly.

8. Leave Outside of the United States. Personnel desiring to visit outside the United States while on leave will comply with reference (a). Det OICs and section heads will ensure all Marines traveling to OCONUS destinations meet all foreign travel requirements per reference (c) and the DOD Electronic Foreign Clearance Guide, complete a personnel clearance, as required, through the Aircraft and Personnel Automated Clearance System (APACS), prior to approving leave requests. All personnel traveling abroad will complete enclosure (2) and consult with the Battalion Security Manager.

9. Recruiting Leave Extension. Personnel may be granted a five-day leave extension by any Marine Corps Recruiting Station for being instrumental in enlisting or recruiting an applicant into the Marine Corps. This leave is chargeable as annual leave.

10. Instructions Concerning Emergency Medical or Dental Treatment

a. An emergency is defined as a situation where, the need for medical or dental attention is such that time does not permit application to a federal medical or dental facility, including those available through Veteran's Administration (VA) facilities, or obtaining the required authority in advance. Emergency dental care is limited to measures appropriate to relieve pain or abort infection and does not include the furnishing of prosthetic appliances including crowns or inlays, or the use of gold or other precious metals for fillings.

b. If emergency medical or dental care is required and there are no Naval facilities available, initial application shall always be made to another federal medical/dental facility, if available. (Federal facilities are those of the Navy, Army, Air Force, Public Health Service and VA.)

c. If, the foregoing is not feasible, in a bona fide emergency, Marines may obtain emergency treatment from any source at government expense.

d. If, while on leave or liberty, a Marine is hospitalized, he/she should immediately notify his/her Commanding Officer or the nearest Marine Corps activity or representative and request instructions or assistance. If permitted to revert to a leave or liberty status upon release from the hospital, he/she should immediately notify the Commanding Officer, preferably by telephone, of the date of release and the diagnosis. If traveling under orders issued by competent authority or authorized liberty, the individual will obtain a statement from the attending physician containing the aforementioned information for delivery to the Commanding Officer.

e. Whether or not it involves hospitalization, any time emergency medical treatment is obtained from civilian sources, the individual is responsible for obtaining bills for the care, in quadruplicate. They should be itemized to show dates, on or between, which services were rendered or supplies furnished, and the nature of the charge for each item, for presentation to the Commanding Officer.

11. Individual Responsibilities

a. Leave is granted under the condition that the Marine can return to duty upon expiration of the leave at the place and time specified in the Leave Authorization. It is the Marine's responsibility to have sufficient funds to defray all expenses including transportation. Additionally, the Marine may be subject to disciplinary action if the transportation, that has been arranged and authorized, does not ensure arrival at their unit before expiration of leave.

b. All Det OICs, Section Heads, and SNCOICs will ensure all requests are submitted in a timely manner as appropriate to the planning and approval of each request.

c. The Battalion S-1 will review MOL daily for personnel on leave and ensure all personnel are checked in/out. Take action on all requests two days after the effective day of the approved request. If the Marine has not executed this leave, he or she will be required to submit a request for correction to his or her leave account via naval correspondence through the chain of command.



J. R. FULLWOOD JR.

DISTRIBUTION: A



Wounded Warrior BN, MCB Camp Pendleton Holiday Accident Reduction Program

WWB, MCB, Camp Pendleton has established the Holiday Accident Reduction Program (HARP), in an effort to reduce the off-duty incidents/mishaps. Leaders at all levels have a moral obligation to take care of the Marines under their charge. **THIS FORM WILL BE COMPLETED BY ALL WWBN-WEST PERSONNEL PRIOR TO THE START OF any 72, 96, HOLIDAY, ANNUAL, OR EMERGENCY LEAVE.** It is intended to be a decision-making and counseling tool for all personnel and their supervisors. DATE: _____

Part A: PERSONAL INFORMATION (TO BE FILLED OUT BY INDIVIDUAL MARINE/SAILOR)							
NAME:		RANK:		AGE:		Company/Section:	
PERIOD COVERED:				OCCASION (circle one): Holiday Annual Emergency LV			
SNCOIC NAME/RANK:				OIC NAME/RANK:			
LOCATION (circle one): Local Instate Out of State Out of Country Inbounds/Out of Bounds?							
MODE OF TRAVEL (circle all that apply): Car Motorcycle Airplane Boat Bus Train ATV							

Part B: SMALL UNIT LEADER QUESTIONS (TO BE FILLED OUT BY SUPERVISOR)	
This section is to be filled out by the small unit leader/supervisor while directly counseling the individual in Part A. Refer to Risk Matrix on reverse if necessary.	
1. What is/are your destination(s)?	
2. Mode of travel/Contingency Plan: Is there proper planning to get to and from the destination in the time allotted? What is your Emergency Road Plan if your transportation breaks down?...have enough money to fix problem or get rental car. Area weather forecast for the period.	
3. Are you driving Alone? Yes (circle one) NO or N/A	
4. Activities:	
5. What is the appropriate Personal Protective Equipment for your Activities?	
6. Drugs/alcohol: Emphasize the zero tolerance policy the Marine Corp has on DRUGS. Discuss the use of alcohol, drinking in moderation, having a designated driver, use of Arrive Alive card, etc.	
7. Arrive Alive Card: See Company 1 st Sgt Yes (circle one) NO	
8. Are you under 21 years of Age? Yes (circle one) NO or N/A	
9. Do you know the off-limit areas in Southern California and Mexico? Yes (circle one) NO or N/A	
10. Your overall potential for injury is at what level for this weekend? Low (circle one) Moderate (circle one) High (circle one) Extremely High	
11. Vehicle inspection completed? (Checklist on back) Yes (circle one) NO or N/A	
12. What are the contact numbers for your chain of command in case of emergencies?	
Supervisor Signature:	
Date:	
Marine/Sailor's Signature:	
Date:	

ENCLOSURE (1)

POV INSPECTION CHECKLIST

ITEM & CHECK	SAT	UNSAT	RECOMENDATIONS
1. HEADLIGHTS: Both high and low beams operational?			
2. BRAKE LIGHTS: Operational, lenses intact?			
3. TAIL LIGHTS: Operational, lenses intact?			
4. TURN SIGNALS & PARKING LIGHTS: Operational front & rear?			
5. FOUR-WAY EMERGENCY FLASHERS: Operational front & rear?			
6. BACKUP LIGHTS: Operational?			
7. LICENSE PLATE LIGHT: Operational?			
8. TIRES: At least 1mm of tread over entire traction surface, free of breaks or cuts? Properly inflated? Spare tire, jack, lug wrench, etc. available? NO MIXING RADIAL WITH BIAS TIRES			
9. WINDSHIELD & WINDOWS: Not cracked, broken or scratched to the degree that impairs vision?			
10. WINDSHIELD & WIPERS: Both wipers present, good blades and operational?			
11. MIRRORS: Outside and inside not cracked?			
12. BUMPERS: Not bent or damaged in a way that would be hazardous?			
13. SEAT BELTS: Sufficient number of seat belts for all passengers? Serviceable?			
14. MOTORCYCLE SAFETY EQUIPMENT(if applicable): Approved helmet, protective clothing, gloves, reflective vest and face/eye protection?			
15. BRAKES: Operational			
16. BRAKE FLUID: Filled to appropriate level?			
17. PARKING BRAKE: Adjusted to prevent movement when engaged?			
18. EXHAUST SYSTEM: Free of leaks?			
19. HORN: Functional?			
20. DEFROSTER: Operational?			
21. EMERGENCY EQUIPMENT: First Aid Kit, flashlight, warning triangle, fire extinguisher, blanket, flares, shovel, chains, tools, etc.			
22. HAZARDOUS MATERIALS IN CAR: (i.e. oil, gas, antifreeze) ensure in approved containers.			

1. "OUT OF BOUNDS" Definitions:

- Overnight - 100 Mile limit
- Weekend/48/72 hr liberty limit - 315 Mile limit
- 96 Hour liberty Limit - 500 Mile limit
- Trips into Mexico require the Commanding Officer's Authorization.

2. POV Inspection Checklist

- Vehicle Condition: Complete the checklist below.
- Insurance: Is Marine's car insurance coverage up to date/current? Yes _____ No _____
- Driver's License: Does Marine possesses a valid operator's license? Yes _____ No _____
- Driver's Improvement Course (DIC) or Motorcycle Safety Course(MSC): Does Marine possesses valid course cards? Yes _____ No _____
- Roadside Emergency Service Plan (AAA)? Yes _____ No _____

Pre-Trip Safety Checklist

This checklist is designed to foster conversation when completing the H&S Bu HARP Form. This is not an all-inclusive list, but these are fundamental controls for off-duty risk management

Hazards	Causes	Controls	How to Implement
1. Transportation	<ul style="list-style-type: none"> Flying Driving Boating/Ferry Motorcycle/ATV on & off road Bus Train Walking 	<ul style="list-style-type: none"> Car Inspected Use of Seatbelt / Airbag in vehicle/ABS brakes Use of PPE Tools and spare parts for repairs Maintain proper speed Recent course prior to driving off road Toolkit/Emergency kit 	<ul style="list-style-type: none"> Regular Maint Leadership/Counseling Policy/SOP Training/assistance Licensing Checklist
2. Location	<ul style="list-style-type: none"> Instate () Out of State () Other Country() Inbounds/Out of Bounds? 	<ul style="list-style-type: none"> Planned Trip/alot enough time Insure Enough Money to complete trip Back up plan (\$ for airline ticket) 	<ul style="list-style-type: none"> Save budget, emergency funds Out of bounds chat in hand
3. Weather/Time	<ul style="list-style-type: none"> Rain Snow Clear Fog Day Night 	<ul style="list-style-type: none"> Know weather report Change departure time Increase following distance and decrease speed during inclement weather Safety check headlights, wiper blades, tires Visibility - if fogging/biking wear reflective gear/light cink red clothing Delay outdoor PT during inclement weather 	<ul style="list-style-type: none">
4. Activities	<ul style="list-style-type: none"> Clubs Parties Swimming/Driving Boating Hiking/Climbing Extreme Sports () 	<ul style="list-style-type: none"> Use of PPE (see req'd AJ MAW PPE) Buddy System Experience/Clauses/Lessons/Certification Proper conditioning Warm up/stretch & cool down Adequate fluid intake Review activity/course before doing 	<ul style="list-style-type: none">
5. Alcohol	<ul style="list-style-type: none"> Drinking Not Drinking (Others) No Designated Driver 	<ul style="list-style-type: none"> Designated Drivers/Taxi Know your limit/ drink in moderation Serve food Buddy system 	<ul style="list-style-type: none">
6. Fatigue	<ul style="list-style-type: none"> Lack of sleep PT Just out of field/Wore several activities 	<ul style="list-style-type: none"> Sleep Plan/Rest Delay Trip A-Driver Periodic stops for exercise/refreshment 	<ul style="list-style-type: none"> Switch drivers periodically Planned and frequent rest stops 8-hour driving limit
7. Other Individuals (fight/criminal assault)	<ul style="list-style-type: none"> Drunks Thieves Gangs 	<ul style="list-style-type: none"> Know the Area Situational Awareness Buddy system 	<ul style="list-style-type: none"> Avoid known trouble spots
8. Unconformable	<ul style="list-style-type: none"> Road Conditions/Traffic Tide 	<ul style="list-style-type: none"> DOT Reports Road/Traffic Reports Maps, AAA recommended routes Alternate routes 	<ul style="list-style-type: none">
9. Speed	<ul style="list-style-type: none"> Rushing back to base/home 	<ul style="list-style-type: none"> Allow extra time for delays Observe speed limits Plan travel times 	<ul style="list-style-type: none">

ENCLOSURE (1)

APACS INFORMATION

1. Name Last, First, Mi
2. Job title you are currently fulfilling
3. What Security Clearance do you have?
4. Citizenship
5. Passport #
 - a. Date of issue
 - b. Where was the passport issued?
6. Country traveling to
7. City traveling to
 - a. Hotel name or staying with family
 - b. Address
 - c. Contact Phone #
 - d. Email
 - e. Name and Relation to family member
8. Complete flight itinerary to include flight numbers
9. Arrival date
 - a. Arrival local time
10. Departure Date
 - a. Departure local time
11. How will you be traveling while in the Country of travel?

Required Training-

1. SERE 100 Training.
 - Can be done on Marine Net at the Learning Resource Center (LRC). BLDG 14125
- Contact # 760-763-4964

ENCLOSURE (2)